



Business Assistant Specialist 2

Category: Classified
Pay Grade: C23
Job Code: 21932

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs responsible analytical and administrative work promoting and coordinating economic development and assisting businesses to locate and expand within the County; serves as a resource for economic development to assist in the implementation and the coordination of short- and long-term strategies to meet the objectives of the County's master plan.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Maintains and updates website, designs and publishes newsletters, and electronically coordinates marketing plans and strategies;
- Promotes the County's economic development resources, (i.e.: business attraction and retention), via marketing and public relations outreach;
- Creates content for and maintains social media accounts;
- Researches and motivates target businesses to locate and expand operations within the community;
- Assists with the development and maintenance of the Economic Development Real Estate Database;
- Develops and administers partnerships, grants, and programs with businesses and agencies to maximize economic development opportunities;
- Coordinates with managers and staff interacting with local municipalities, community development agencies, and other groups to identify economic development projects to enhance and increase economic development in the County;
- Coordinates/facilitates long- and short-term studies, prepares reports, and determines regulatory conformance of economic development proposals;
- Coordinates activities such as research, analysis, and evaluation of technical information to determine feasibility and economic impact of proposed expansions and development;
- Identifies and applies for appropriate state, federal, and public/private funding for economic development projects;
- Promotes cooperative relationships between local agencies and businesses to promote economic development, reduce overlap and duplication of efforts, and share resources to make efforts successful;
- Prepares and presents reports to managers, groups, and others to describe progress of economic development projects;
- Recommends changes to the economic development master plan; and
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Six (6) years of economic development experience for a governmental agency; or an Associate's degree in public administration, business administration, economics, urban or regional planning, or closely related field and four (4) years of experience as described above; or a Bachelor's degree and two (2) years of experience as described above; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of private and public sector economic development policies and practices;
- Knowledge of recent developments, current literature, and sources of information regarding community and economic development;
- Knowledge of economics and public finance as it applies to economic development;
- Knowledge of public and private sector organizations with special emphasis in County and municipal government interaction to promote economic development.
- Ability to apply computer applications and software;
- Ability to communicate effectively, both orally and in writing;
- Ability to analyze facts and lead individuals and groups to attain master plan objectives.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.